



DEPARTMENT OF THE NAVY

DIRECTOR NAVAL RESERVE INFORMATION SYSTEMS OFFICE
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NAVRESINFOSYSOFFINST 7410.1A
N256
6 Oct 1999

NAVRESINFOSYSOFF INSTRUCTION 7410.1A

Subj: TIME AND ATTENDANCE POLICY AND PROCEDURES FOR CIVILIAN PERSONNEL

Ref: (a) Defense Finance Accounting Service (DFAS), Pensacola Document No. DCPS-UM-02
(b) Code of Federal Regulations, Title 5, Parts 610, 630, and 650
(c) NAVCOMPTMAN, Vol III
(d) SECNAVINST 7000.11C
(e) OCPMINST 12630.2A
(f) HRONOLAINST 12630.3
(g) HRONOLAINST 12630.1
(h) HRONOLAINST 12630.4
(i) COMNAVRESFORINST 7400.2B

Encl: (1) Procedures for Preparation and Submission of Time Sheets

1. Purpose. To issue revised policy and procedures for recording and reporting Naval Reserve Information Systems Office (NAVRESINFOSYSOFF) civilian payroll time and attendance per references (a) through (i). This instruction is a complete revision and should be read in its entirety.

2. Cancellation. NAVRESINFOSYSOFFINST 7410.1.

3. Policy. Department directors are delegated the authority for scheduling the work day for subordinate employees. Department directors can set a maxiflex schedule for subordinate employees as appropriate to facilitate the mission and needs of the command. (This authority may be delegated to supervisors.) The policy on hours of duty and alternate work schedules are as follows:

a. The work week is Monday through Friday; the basic work day is 8 hours.

b. Official business hours are 0700 through 1600. Each department must be manned at a minimum of 50 percent during these hours. Exceptions to this policy must be approved by the Director, Business Management Operations.

c. The flexitime band is 0600 through 1730. Each employee must have a starting time no earlier than 0600 and no later than 0900, and departure time no earlier than 1430 and no later than 1730. Credit hours are allowed under the maxiflex schedule.

d. The maxiflex schedule is 80 hours in a biweekly period. The maxiflex work schedule is not intended to provide a compressed work schedule for employees. Supervisors will ensure employees do not work extended hours (credit hours earned) without a verifiable work requirement; or employees do not work less than 10 workdays during a pay period on a casual or recurring basis. However, supervisors should use the maxiflex schedule and credit hours to their fullest benefit to reduce overtime/compensatory time costs. Credit hours will consist of no more than 16 hours carried over in a pay period. Accrual of credit hours will be approved by the supervisors before the work commences.

e. Compensatory time will be managed, controlled, and minimized per guidelines of reference (i). The Director, Business Management Operations

(N00B); Director, Software Engineering (N00T); department directors, and supervisors are authorized to approve compensatory time performed within their respective areas with the following limitations:

(1) Compensatory time earned:

(a) Approval of compensatory time must be made at least one organizational level above the level ordering the use of compensatory time.

(b) Authorization shall be in writing in advance of the performance of the work, except when the urgency of the situation prevents prior approval, in which case written approval will be accomplished by the first normal working day after the work is performed. NAVCOMPT Form 2282 (Overtime/Compensatory Time Request and Authorization (7410)) will be used for this purpose.

(c) Approval of compensatory time which would result in an employee exceeding 60 hours of accrued compensatory time must be approved by the Directors, Business Management Operations or Software Engineering and should be sent via Director, Resource Management Department.

(2) Compensatory time used:

(a) The use of compensatory leave must also be managed by supervisors to reduce command overtime costs. Employees should schedule and use compensatory leave in a reasonable time after it is earned (usually four pay periods).

(b) Requests to use annual leave by any employee with a compensatory leave balance of 1 hour or more should be converted to compensatory leave. Annual leave requests by employees with use or lose annual leave, should be converted to compensatory leave only if sufficient time remains in the leave year to schedule and use annual leave without forfeiture.

f. Department directors are delegated authority to excuse employees for periods up to 59 minutes when employees are tardy and/or when they need to be away from the workplace for brief periods. Such excuse is not an entitlement, but a privilege that may be extended. In cases that employees are not on flexible hours, such absences may be charged to annual leave, Leave Without Pay (LWOP), or Absence Without Leave (AWOL).

g. Employees are authorized to carry out government business only while in an official duty status. At no time will an employee be expected to carry out official duties, or be coerced for the purpose of conducting government business, while in an approved leave status. Employees may be authorized to work at sites other than their official duty station only through prior approval of an alternate workplace agreement.

4. Action

a. All civilian personnel will:

(1) Follow the procedures specified in enclosure (1) of this instruction.

(2) Direct requests for guidance and advice on civilian personnel time and attendance policies to the Director, Resource Management Department.

(3) Direct requests for guidance and advice on posting Time Sheets to the command timekeeper within the Resource Management Department.

(4) Direct requests for information from Defense Finance Accounting Service (DFAS) to the Directors, Financial Management Direct and Navy Working Capital Fund (NWCF) Divisions.

b. Supervisors will:

(1) Spot check mustering stations and initial CIVPERS Sign In/Out Sheets to verify that established procedures are being followed.

(2) Manage the use of compensatory time to ensure that excessive overtime costs are not incurred.

(3) Address situations that are unique, complex, or may have further impact (e.g., Human Resource Office issues, employee relations, or policy changes) to the Civilian Personnel Liaison Branch before action is taken.

c. Department directors will:

(1) Manage civilian time and attendance in a manner that ensures specified budgetary targets are not exceeded. This includes management of compensatory time, overtime, and work during premium pay hours.

(2) Ensure all subordinate supervisors are familiar with and carry out the policies and procedures of this directive.

(3) Designate an individual to be acting department director when not on-site during operating hours.

(4) Propose a time plan for each subordinate division to the Director, Business Management Operations and ensure all subordinate employees are provided a copy of divisional time schedules.

(5) Designate employees (supervisors, acting supervisors, or other designated representatives) who will be authorized to certify time sheets. The names of those designees will be furnished in writing to the Resource Management Department. Time sheets will be accepted only with certification statements signed by those individuals designated.

(6) Appoint muster stations and designate individuals (departmental timekeepers) to post and maintain Time Sheets and Civilian Personnel (CIVPERS) Sign In/Out Sheets (NAVRESINFOSYSOFF 7410/1 (9-98)) within their department. This responsibility may be delegated to lower levels.

(7) Ensure personnel designated as departmental timekeepers maintain CIVPERS Sign In/Out Sheets for record purposes for 6 years.

d. The Resource Management Department will:

(1) Monitor compensatory time accrual in excess of 60 hours.

(2) Provide advice and guidance to managers at all levels concerning the impact of compensatory time use on command funds.

(3) Maintain official Time Sheets and documentation required as attachments (i.e., SF 71, NAVCOMPT 2282, Jury Duty Summons, Military Leave Papers, etc.) for record purposes as required by reference (d).

5. Forms

a. NAVCOMPT 2282 (Rev. 2-83), Overtime/Compensatory Time Request and Authorization (7410) is available in the Resource Management Department.

6 Oct 1999

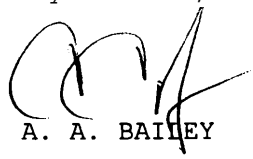
b. Preprinted Time Sheets will be downloaded from the Defense Civilian Pay System (DCPS) and distributed to each department by the Resource Management Department.

c. Standard Form 71, Application For Leave, is stocked at General Schedule Administration and can be ordered through Logistics Field Support Division using stock number 7540-00-753-5067.

d. NAVRESINFOSYSOFF 7410/1 (9-98), CIVPERS Sign In/Out Sheet is available in the Resource Management Department.

e. Form CA-1 (Rev. 11-89), Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, is available from the Civilian Personnel Liaison Branch, Safety Officer.

f. Form CA-17 (Rev. 10-88), Duty Status Report, is available from the Civilian Personnel Liaison Branch, Safety Officer.



A. A. BAILEY

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Lists A, B, and C



Procedures for Preparation and Submission of Time Sheets

TABLE OF CONTENTS

CHAPTER	TITLE/SUBJECTS	PAGE NUMBER
Chapter 1	Definitions	1
	Clock Station	1
	Exception From Mustering	1
	Lunch Period	1
	Premium Pay	1
	Sign In/Out Sheets	1
	Standard Certification Statement	1
	Timekeeper	1
	Time Sheet	1
	Time Sheet Certification	1
	Time Sheet Certifier	1
Chapter 2	Leave and Holidays	2
	Annual Leave	2
	Sick Leave	2
	Compensatory Time Used	3
	Credit Hours Used	3
	LWOP	3
	Military Leave	3
	Court Leave	4
	Temporary Assigned Duty (TAD)	4
	Traumatic Leave	4
	Advanced Leave	4
	Advanced Annual Leave	5
	Advanced Sick Leave	5
	Voluntary Leave Transfer Program (VLTP)	5
	Administrative Dismissals	5
	Excusals	6
	AWOL	6
	Family and Medical Leave Act (FMLA)	7
	Holidays	7
Chapter 3	Procedures	9
	General	9
	Daily	9
	End of Pay Period	9
	End of Fiscal Year	10
	Overtime and Compensatory Time	10
	Credit Hours	10
	Supplemental Time Sheets	11
Tab A	Conversion Tables	A-1

CHAPTER 1

DEFINITIONS

1. Clock Station. A point at which employees assemble for mustering by signing "IN" and "OUT" on NAVRESINFOSYSOFF 7410/1 (9-98) (CIVPERS Sign In/Out Sheet).
2. Exception From Mustering. A privilege granted by the Director, NAVRESINFOSYSOFF in writing, and on file in the Resource Management Department, to specific individuals which relieves that person from the requirement to sign "IN" and "OUT" on NAVRESINFOSYSOFF 7410/1.
3. Lunch Period. Per reference (c), normally during each 8 hour shift employees will be allowed a specific period of time to eat lunch. A lunch period is non-work time for which neither basic nor overtime compensation is payable. NAVRESINFOSYSOFF employees work schedules are extended (8.5 hours) to include a 30 minute lunch period. All employees will take a lunch period.
4. Premium Pay. Additional pay in which an employee earns for performing work that meets specific criteria for extra pay. The premium pay work currently performed at NAVRESINFOSYSOFF includes:
 - a. Night Shift Differential. Pay received for regularly scheduled work performed between the hours of 1800 and 0600.
 - b. Sunday Premium Pay. Pay received for regularly scheduled work on a Sunday not to exceed 8 hours.
 - c. Holiday Work. Pay received for working on a holiday, whether or not it is regularly scheduled, not to exceed 8 hours.
5. Sign In/Out Sheets. NAVRESINFOSYSOFF 7410/1 (9-98), CIVPERS Sign In/Out Sheet, used by employees for the purposes of signing "IN" and "OUT" and is signed by the Time Sheet certifier.
6. Standard Certification Statement. A preprinted statement on every Time Sheet that is signed by a Time Sheet certifier.
7. Timekeeper. That individual designated as responsible for the posting of an official Time Sheet and monitoring of the CIVPERS Sign In/Out Sheet. All timekeepers will have an alternate.
8. Time Sheet. The official Time Sheet is a downloaded product from the DCPS program used to record and input individual time and attendance information. The Time Sheet is distributed by the Resource Management Department for all command personnel.
9. Time Sheet Certification. The signature of an authorized individual on a Time Sheet means that the person assumes the responsibility for the information and attests that it is accurate.
10. Time Sheet Certifier. An individual, usually a supervisor, who is authorized to certify (sign) Time Sheets and NAVRESINFOSYSOFF 7410/1 (CIVPERS Sign In/Out Sheet).

6 Oct 1999

CHAPTER 2

LEAVE AND HOLIDAYS

1. Leave may be requested and granted in tenths of an hour (in 6 minute increments). The table in Tab A of this enclosure will be used in determining the appropriate tenth of hours used by an employee when taking leave. The table is appropriate for all types of leave and has been included on the NAVRESINFOSYSOFF 7410/1 for convenience. All leave will be requested on an SF 71 (Application for Leave). In emergency situations when leave is verbally approved by the supervisor, the SF 71 will be submitted by employees upon return to work. Immediate supervisors may approve up to and including 2 consecutive weeks of leave. Leave in excess of 2 consecutive weeks but not more than 3 consecutive weeks must be authorized (approved) by the department director. Leave in excess of 3 consecutive weeks must be authorized by either the Directors, Business Management Operations or Software Engineering, as appropriate.

a. Annual Leave. It is the right of a civilian employee to request annual leave, but it is the responsibility of the immediate supervisor of that employee to approve or disapprove the request. Annual leave should be requested in advance in all but true emergency situations. If emergency leave is needed at the beginning of the workday, the employee must contact the immediate supervisor within the first hour of the employee's normal workday or as soon as practicable, explain the nature of the emergency, and request leave. The supervisor will verbally approve or disapprove the leave requested. If an immediate supervisor is not available, the request for leave must be made to the next higher level of supervision. The employee must adhere to instructions given by the supervisor. Time Sheets are coded "LA" for annual leave used.

b. Sick Leave

(1) Sick leave will be requested in advance whenever possible and must be approved by the immediate supervisor. Time Sheets are Coded "LS" for sick leave used. Sick leave is granted when the employee:

(a) Receives medical, dental, or optical examination or treatment;

(b) is incapacitated for the performance of duties by physical or mental illness, injury, pregnancy, or childbirth;

(c) provides care for a family member who is incapacitated as the result of physical or mental illness, injury, pregnancy, or childbirth or who receives medical, dental, or optical examination or treatment;

(d) makes arrangements necessitated by the death of a family member or attends the funeral of a family member;

(e) would, as determined by the health authorities having jurisdiction or by a health care provider, jeopardize the health of others by being present on the job because of exposure to a communicable disease;

(f) must be absent from duty for purposes relating to the adoption of a child, including appointments with adoption agencies, social workers, and attorneys; court proceedings; required travel; and any other activities necessary to allow the adoption to proceed; or,

(g) must be absent from duty to serve as a bone-marrow or organ donor. Under sick leave regulations, employees are entitled to 7 days of paid leave each calendar year, in addition to annual or sick leave for bone-marrow or organ donation purposes.

(2) The amount of sick leave granted to an employee during any leave year for the purposes described in paragraphs 1b(1)(c), (d) or (f) above may not exceed a total of 104 hours.

(3) The employee concerned shall retain in their sick leave account a balance of at least 80 hours, to be granted any sick leave for the purposes described in paragraphs 1b(1)(c), (d), or (f) above during any leave year in an amount exceeding a total of 40 hours.

(4) When an employee is absent from work because of illness, the employee will notify the immediate supervisor within the first hour of the employee's normal workday or as soon as practicable the first day of the absence. At that time, the employee should state whether they expect to return to work the next day. If the employee expects to return and on the following morning is still too sick to report to work, they must call the supervisor again, since the supervisor expects the employee to report for duty.

(5) Sick leave extending more than 3 consecutive workdays (exceeds 24 consecutive hours of leave) will be verified by the statement of a physician, other licensed practitioner, or a statement from the employee. If a medical certificate cannot be obtained because the illness did not require the services of a physician or for other reasons, the employee should present a written statement explaining the circumstances supporting the request for sick leave. The immediate supervisor will determine the acceptability of such a statement. If an employee's statement is determined to be unacceptable, leave may be denied and the employee placed in a non-pay status or on annual leave for that period of absence.

c. Compensatory Time Used. Compensatory time that has been approved and earned by an employee may be used in lieu of annual or sick leave. Available compensatory time will be used before annual leave is approved, unless in a use or lose status. The regulations concerning approval and use are the same as for annual and sick leave. Time Sheets are coded "CT" for compensatory time used.

d. Credit Hours Used. Credit hours that have been approved and earned by an employee may be used in lieu of annual or sick leave. The regulations concerning approval and use are the same as for annual and sick leave. Time Sheets are coded "CN" for credit hours used.

e. LWOP. LWOP may be requested by an employee in lieu of annual or sick leave. The immediate supervisor may approve or disapprove such a request using the same criteria as is used for annual or sick leave. Management retains the discretion to authorize LWOP. Because LWOP is a planned leave, taken at the request of an employee, it must be requested in advance and supported by an SF 71. Time Sheets are coded "KA" for LWOP.

f. Military Leave. Eligible full-time employees are entitled to 15 calendar days of military leave to perform active duty training only, regardless of the number of training periods in a year. Any portion of leave unused at the end of the fiscal year, not to exceed 15 days, will be carried forward to the next fiscal year. Upon return to duty from military leave, the employee must forward a certified copy of their orders indicating completed active duty training or a copy of the pay statement to the Resource Management Department. If the copy is not received within two pay periods, annual leave or LWOP will be charged. Military leave is charged on a calendar day basis. All intervening non-work days falling within the period of active military duty must be charged to military leave per reference (c). Employees with temporary appointments of 1 year or less or intermittent work schedules are not entitled to military leave. Time Sheets are coded "LM" for military leave used.

6 Oct 1999

g. Court Leave. This is granted to permanent and temporary employees when they are summoned to appear for the purpose of qualifying as a juror, serving on a jury, or as a witness on behalf of the federal, state, or local government. Employees must present a true copy of the official summons prior to the beginning date of service. The employee must additionally submit a certificate from the Clerk of the Court attesting to the appearance and indicate whether or not fees were paid on a particular day. Failure to submit certification of court attendance will result in the court leave being charged to annual leave. Employees on jury duty in federal or state court while in a pay status are entitled to court leave but not to fees paid for such service. Employees cannot refuse court fees and, therefore should collect all fees. Remittance of fees received for jury duty, less the allowances provided by the court for travel, etc., will be made payable to the U.S. Treasury. This remittance should be forwarded to the Resource Management Department, to be submitted to DFAS, Pensacola, FL. If remittance is not made within 60 days after employee's return to work, the amount due will be collected by payroll deduction. Time Sheets are coded "LC" for court leave used. Questions should be directed to the Resource Management Department.

h. Temporary Additional Duty (TAD). This is a pay status that is not chargeable to leave, but which must be noted on the CIVPERS Sign In/Out Sheets because the employee is on official travel. The CIVPERS Sign In/Out Sheets should be annotated as "TAD." Time Sheets are coded "RG" for TAD.

Traumatic Leave. The Federal Employees Compensation Act (FECA) authorizes Continuation Of Pay (COP), without charge to leave, for a period not to exceed 45 calendar days when an employee files a claim using Form CA-1 (Federal Employee's Notice of Traumatic Injury and Claim For Continuation of Pay/Compensation) and Form CA-17 (Duty Status Report) based on traumatic injuries. FECA allows employees to return to duty as soon as possible, to provide disabled employees with light duty jobs, or to modify the duties of the employee's own jobs, often at full pay. It has, therefore, been determined that a day, or portion of a day, spent by an injured employee in a light duty job within the first 45 days of disability following an injury shall be counted as 1 day of COP. The 45 day period starts at the beginning of the first full day or first full shift of disability following the injury. For example: An employee injured on 26 February, was treated and sent home by the physician. February 26 would be a free day if the injury occurred during the employee's regular tour of duty and the Time Sheet would be coded type hour code "LU" for traumatic injury. Any days thereafter, the timekeeper would code the Time Sheet with type hour code "LT" for traumatic leave and the number of hours in the appropriate day. Form CA-1 must be submitted to the Civilian Personnel Liaison Branch, Safety Officer to substantiate the Time Sheet indicating injury status. Copies of all CA forms processed during the 45 calendar day period must be submitted to the Civilian Personnel Liaison Branch, Safety Officer to support COP. If the physician permits an employee to return to a light duty status, a CA-17 form will be used to obtain interim medical reports concerning the employee's status. The timekeeper must then code the front of the Time Sheet for light duty, traumatic injury, or regular tour of duty and in the leave column record as work code "LT" with the number of hours. To prevent significant over payments caused by administrative error, determination of eligibility and calculation of the 45 day period must be strictly controlled and coordinated with designated safety managers, the Resource Management Department, and the Payroll and Timekeeping Division of DFAS. If no CA-1 is received with the Time Sheet, sick, annual, or LWOP will be charged.

j. Advanced Leave. Advanced leave may be granted to an employee to cover unexpected situations that might otherwise cause the employee to be absent without pay. This grant would allow an employees' pay to continue beyond the period for which leave had already been earned and may be granted as advanced annual leave or sick leave. Advanced leave must be requested in writing by the employee to the Resource Management Department via their chain of command.

The completed request for advance leave must be returned to the Resource Management Department after the employees' chain of command recommendations are annotated. The request and accompanying documentation is then forwarded to the Director, NAVRESINFOSYSOFF for approval/disapproval. The signed request will be returned to the Resource Management Department for transfer to the payroll office for action.

(1) Advanced Annual Leave. Advanced annual leave may be granted only in an aggregate amount which does not exceed the amount of leave to be earned by the employee through the end of the current leave year. Requests must include: The reason for the request; the exact amount of leave being requested; the beginning date of the advanced leave; and the anticipated date of return to work. It should also state if the advanced leave is to be used continuously or intermittently. If approved and the request was for continuous usage, the advanced leave will be considered terminated when employee returns to duty. Time Sheets are coded "LB" for advanced annual leave used.

(2) Advanced Sick Leave. Advanced sick leave may be granted up to a maximum of 30 workdays (240 hours). A doctor's statement of when the employee is expected to return to work must be submitted with a request for advanced sick leave. The request must also include: The reason for the request; the exact amount of leave being requested; when the leave begins; whether it begins on a specific date or upon the expiration of annual and sick leave, or upon the expiration of sick leave only. It should also state if the advanced leave is to be used continuously or intermittently. The format may be obtained from the Resource Management Department. If approved and the request was for continuous usage, the advanced leave will be considered terminated when the employee returns to duty. Time Sheets are coded "LG" for advanced sick leave used.

k. Voluntary Leave Transfer Program (VLTP). Under the VLTP an employee can transfer annual leave to a qualified recipient in the event of a medical emergency of another employee. The recipient's application must be processed through the Resource Management Department per references (b) and (g). The completed application and donation documentation are sent to the Director, NAVRESINFOSYSOFF for approval and signature. The signed packet will be returned to the Resource Management Department for transfer to the Payroll Office for action. The immediate supervisor or department director will notify the Resource Management Department in writing when the recipient is no longer affected by the medical emergency. The payroll office will be notified of the termination of the medical emergency. If any donated leave remains unused, it will be returned to the leave donors on a prorated basis. The timekeeper will record the appropriate hour code on the Time Sheet relating to the VLTP. Leave transferred under the VLTP may be substituted retroactively for periods of LWOP or used to liquidate an indebtedness for advance annual or sick leave which was granted because of the medical emergency.

1. Administrative Dismissals

(1) Dismissals. When unanticipated situations arise which temporarily prevent employees from working, commands may authorize an administrative dismissal from work without loss in pay. Dismissals may occur during or prior to working hours. They usually arise due to power failure, severe breakdown of transportation facilities, or extreme weather conditions such as tornadoes, hurricanes, flooding, or other natural phenomena. Should the dismissal take place during the working day, the employee must be on duty at the time of dismissal in order to receive administrative leave; i.e., employees on annual or sick leave do not have their leave status changed to administrative leave. If a situation occurs before the work shift begins and an employee is not able to reach the work site despite due diligence in attempting to do so, the employee may be excused. Generally, groups are dismissed on an activity or

6 Oct 1999

locality basis to ensure uniformity. Frequently, this is done in cooperation with other federal agencies in the area. When considering administrative leave, the Director, NAVRESINFOSYSOFF should consult with the coordinating authority and other counterparts in local military installations in the interest of equitable treatment of employees. The Commander/Deputy Commander, Naval Reserve Force is the coordinating authority for dismissals of employees within the New Orleans area. Such excusals should be in writing. Time Sheets are coded "LN" for administrative leave used.

(2) Other situations that could warrant administrative dismissal/
excusal:

(a) Extremely Hot Weather. Group dismissals should be authorized only when conditions of heat and humidity make working conditions intolerable and endanger the health of employees.

(b) State and Local Holidays. If it becomes necessary to close an activity because of a state or local holiday, employees may be excused without loss in pay. Individual absences on such holidays when the activity remains open must be charged to annual leave, LWOP, or AWOL.

m. Excusals

(1) Tardiness and Brief Absence. Department directors are delegated authority to excuse employees for periods up to 59 minutes when employees are tardy and/or when they need to be away from the workplace for brief periods. Such excusal is not an entitlement, but a privilege that may be extended. In excessive cases such absences may be charged to annual leave, LWOP, or as AWOL.

(2) Excused Absence of 1 Hour or More. The Director, NAVRESINFOSYSOFF has the authority to grant excused absence of 1 hour or more. Situations in which the judicious exercise of this authority may be warranted are described below. Time Sheets are coded "LV" for excused leave used.

(a) In Connection With a Proposed Adverse Action. The Director, NAVRESINFOSYSOFF may excuse an employee from duty without charge to leave or loss of pay during the 30-day notice period preceding the employee's removal or indefinite suspension effected under CPI 752. Excused absence for this purpose should be used only after all other options (e.g., voluntary use of leave, reassignment, detail), have been explored and found not feasible. Care should be exercised to use the minimum amount of excused absence necessary in any individual situation.

(b) Preparation of Appeals, Grievances, and Hearings in Connection with Appeals and Grievances Both Intra-agency and Merit Systems Protection Board (MSPB). Employees may use reasonable amounts of time (not to exceed 4 hours) for obtaining information and assistance in these matters that may be available only during working hours.

(c) Blood Donation. Participation in any local federal employees blood bank is strongly encouraged. Employees who volunteer as blood donors (either to blood banks or directly to individuals) should be excused for the time necessary without charge to leave or loss of pay. If warranted by a need for brief recuperation, a maximum excusal of up to 4 hours may be authorized. Additional time, not to exceed 1 day, is permissible in cases where the employee must travel an unusual distance or where unusual need for recuperation occurs.

n. AWOL. AWOL is not a leave or excused absence status. Rather, it is a non-pay status in which an employee is placed when they have failed to obtain leave approval or when they are absent after requested leave has been disapproved. Placing an employee in AWOL status is not, strictly speaking, a

disciplinary action, but it may serve as the basis for discipline and certainly requires some corrective action, such as counseling, on the part of management to prevent its recurrence. AWOL is recorded as the actual amount of time involved. There is no minimum charge. Time Sheets are coded "KC" when AWOL is used.

o. Family and Medical Leave Act (FMLA)

(1) Under FMLA employees may be granted a total of 12 administrative workweeks of unpaid leave during any 12 month period for:

(a) the birth of a son or daughter of the employee and the care of such son or daughter;

(b) the placement of a son or daughter with the employee for adoption or foster care;

(c) the care of a spouse, son, daughter, or parent of the employee who has a serious health condition; or

(d) a serious health condition of the employee that makes the employee unable to perform the essential functions of their position.

(2) The SF 71 (Application for Leave) will be used to request leave under FMLA through the employee's chain of command and the Resource Management Department. The employee should specifically annotate in the "Remarks" section that leave is requested under FMLA and the reason for that leave. Under certain conditions and upon agency approval, FMLA leave may be taken intermittently, or the employee may work under a work schedule that is reduced by the number of hours of leave taken as FMLA. An employee may elect to substitute other paid time off, as appropriate, for any unpaid leave under the FMLA. FMLA leave is in addition to other paid time off available to an employee.

(3) The employee must provide notice of their intent to take family and medical leave not less than 30 days before leave is to begin or as soon as is practicable on the SF 71. Medical certification for FMLA leave may be requested.

(4) Employees should seek additional information on entitlements and responsibilities under the FMLA from the Civilian Personnel Liaison Branch.

p. Holidays

(1) The following holidays will be observed:

New Year's Day	1 January
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December

(2) A holiday falling on Saturday will be observed on the previous Friday. A holiday falling on Sunday will be observed on the following Monday.

q. Records. The Resource Management Department will maintain official Time Sheets and documentation required as attachments (i.e., SF 71, NAVCOMPT 2282, Jury Duty Summons, Military Leave Papers, etc.) for record purposes.

NAVRESINFOSYSOFFINST 7410.1A

6 Oct 1999

Department directors are responsible for ensuring personnel designated as departmental timekeepers maintain NAVRESINFOSYSOFF 7410/1 (CIVPERS Sign In/Out Sheets) for record purposes. Payroll records must be maintained for a period of 6 years and must be made available for audit/inspection purposes.

6 Oct 1999

CHAPTER 3

PROCEDURES1. General

a. The Time Sheet Certifier will be responsible for the accuracy of all time and attendance information reported on the Time Sheets they sign and must initial all corrections on the CIVPERS Sign In/Out Sheets and Time Sheets.

b. Changes to CIVPERS Sign In/Out Sheets and Time Sheets will be made by drawing a single line through an entry and rewriting the correct information directly above or beside the lined out entry. All entries on Time Sheets should be in (permanent) black or blue ink. At no time will an entry be totally obliterated (i.e., white out, erasures). All corrections must be initialed by the Time Sheet Certifier.

2. Daily

a. Employees will muster by using the official CIVPERS Sign In/Out Sheet to annotate their attendance. The only employees who will not sign in or out are those specifically excepted from mustering by the Director, NAVRESINFOSYSOFF. These employees will visually muster with their supervisor. All other employees will sign "IN" one name after the other, in the order they report to work, without skipping a line. The actual time of arrival will be posted to the CIVPERS Sign In/Out Sheet in the appropriate column. At the time of departure, the employees will sign "OUT" on the same sheet, in order of departure and post the actual time of departure in the appropriate column. The total number of hours worked will be recorded in the hours column. Leave hours and type charged will be recorded in the leave column.

b. The timekeeper will ensure that all leave (including compensatory time off) is supported by an approved SF 71. When an employee is on approved leave, it will be coded on the CIVPERS Sign In/Out Sheet as well as the Time Sheet.

c. The timekeeper will submit the CIVPERS Sign In/Out Sheet to the Time Sheet Certifier for signature.

d. The Time Sheet Certifier will ensure the information on the CIVPERS Sign In/Out Sheet is correct and will then sign the CIVPERS Sign In/Out Sheet.

e. The timekeeper will transcribe the information to the official Time Sheet.

3. End Of Pay Period

a. Normally, Time Sheets are required to be submitted to Financial Management on the last Friday of the pay period. The timekeeper will post the Time Sheet with the appropriate information for the remainder of the pay period. No Overtime or Compensatory Time Earned will be posted to the Time Sheets before it is actually worked. For such recording purposes, it is to be assumed that an employee will work for the remainder of the day (or pay period in the case of employees whose workweek does not end on that Friday). The Time Sheet will be posted showing productive time unless:

(1) An approved SF 71 has been submitted.

(2) An employee has not reported to work. In this case, the employee's supervisor should be contacted to ascertain the leave status of the employee.

6 Oct 1999

- b. The timekeeper will submit the Time Sheet to the Time Sheet Certifier.
- c. The Time Sheet Certifier will sign all Time Sheets submitted to them. The signature of the Time Sheet Certifier means that the person certifying the Time Sheet assumes the responsibility for the information on the Time Sheet and attests that the information is accurate.
- d. The Resource Management Department will review and process the Time Sheets per reference (a).

4. End Of Fiscal Year. At the end of the fiscal year (September), an end of the month Time Sheet is required. The end of the month may occur sometime during the pay period. When this happens, there will be two Time Sheets for that pay period for each employee.

- a. The procedures described in paragraph 3 above will be followed. The Time Sheet will be posted with appropriate information for each employee through the end of September.
- b. The second Time Sheet will be posted with the appropriate information for the remainder of the pay period. Information will be posted for those workdays that occur in the new month. The procedures described in paragraph 3 above will be followed.

5. Overtime And Compensatory Time. Overtime and Compensatory Time must be authorized in advance on a NAVCOMPT Form 2282 (Overtime or Compensatory Time, Request and Authorization (7410)). In urgent situations which may prevent approval prior to the work being performed, the NAVCOMPT Form 2282 must be completed the first normal working day after the work is performed. The Director, Business Management Operations (N00B); Director, Software Engineering (N00T); department directors, and supervisors are authorized to approve compensatory time performed within their respective areas with the following limitations:

- a. Approval of compensatory time must be made at least one organizational level above the level ordering the use of compensatory time.
- b. All applicable rules and regulations contained in references (d) and (ii), and this directive, must be followed.
- c. Approval of compensatory time which would result in an employee exceeding 60 hours of accrued compensatory time must be approved by the Director, Business Management Operations or the Director, Software Engineering and should be sent via Director, Resource Management Department. The DCPS will automatically convert all compensatory time to overtime when the amount of compensatory time available for an employee to use exceeds 80 hours. This will be paid to an employee at overtime rates. Therefore, every effort must be made to ensure compensatory time is approved to be earned in cases of extreme need only and that compensatory time available is used as soon as possible.
- d. The original of the approved NAVCOMPT Form 2282 will be forwarded to the Resource Management Department. The approved NAVCOMPT Form 2282 serves as the authority for a timekeeper to post the compensatory time or overtime on a Time Sheet. Time Sheets are coded "CE" for compensatory time earned and "OU" for overtime earned.

6. Credit Hours. Credit hours are earned at the request of an employee, on a maxiflex schedule with the supervisor's approval. Maxiflex schedule is not intended to provide a compressed work schedule for employees. Supervisors will ensure employees do not work extended hours without a verifiable work requirement; or employees do not work less than 10 workdays during a pay

6 Oct 1999

period on a casual or recurring basis. Premium pay is not payable for credit hours worked. Command policy dictates that no more than 16 hours of credit may be carried over per pay period. Time Sheets are coded "CD" for credit hours earned.

7. Supplemental Time Sheets. Supplemental Time Sheets cover the correction of a previously submitted Time Sheet by the alteration of incorrectly reported data or by the addition of unreported data. Supplementals are required if the Time Sheet has already been put into the DCPS and must be clearly annotated with "SUPPLEMENTAL" handwritten and/or highlighted on the time sheet. Supplemental Time Sheets should be forwarded to the Resource Management Department as soon as an error has been discovered. Do not wait to forward them with regular biweekly Time Sheets. In any event, no entry may be corrected after 60 days without prior arrangements with the Resource Management Department.

6 Oct 1999

CONVERSION TABLES

1. Navy policy on determining tenths of hours earned is rounded down to the nearest tenth of an hour.

<u>Minutes</u>	<u>Tenths</u>
0 - 5	0.0
6 - 11	.1
12 - 17	.2
18 - 23	.3
24 - 29	.4
30 - 35	.5
36 - 41	.6
42 - 47	.7
48 - 53	.8
54 - 59	.9
60	1.0

2. Navy policy on determining tenths of hours used is rounded up to the nearest tenth of an hour.

<u>Minutes</u>	<u>Tenths</u>
1 - 6	.1
7 - 12	.2
13 - 18	.3
19 - 24	.4
25 - 30	.5
31 - 36	.6
37 - 42	.7
43 - 48	.8
49 - 54	.9
55 - 60	1.0

